

✂ *BA Snippets*

✓ **Interim Reports**

are due in all cases (including conversions) unless:

- Closing packet submitted
- TRND filed
- 341 held w/n 60 days of Due Date

<u>Period Ending</u>	<u>Due Date</u>	<u>Two Year Old Comp Date</u>
3/31	4/30	2 years from <u>Due date</u>
6/30	7/31	Same
9/30	10/31	Same
12/31	1/31	Same

Reports for two year old cases are due on a quarterly basis
Reports for less than 2 year old cases are due semi-annually

✓ **Conversions from Ch 11**

- ***Final Report upon Conversion***
Check docket for filing prior to 341 and pursue with debtor's attorney. Information contained therein is often necessary at the closing of a case when there is money for Ch 11 administrative claims.
- ***Notice of Unpaid Quarterly Fee***
Include any unpaid quarterly fee to Chapter 7 administrative claims.

✓ **§341 Recordings**

- CD for 341 meetings should contain only cases held on related date. Be sure to start your meeting with a clean CD.
- Use correct number on calendar for the order in which each case is called, especially when out of sequence.

✓ **Chapter 7 Mail**

- All chapter 7 mail should be sent to the Wilson Office.
- Initial Deposit Reports should be mailed or emailed to Tanya Aycock at the Wilson Office

- When serving notices in which a response is to be sent to the Court, be sure to reflect the following address in lieu of the Post Office address (no longer available) for the Wilson Division:

*U.S. Bankruptcy Court
1760-A Parkwood Blvd.
Wilson, NC 27893*

✓ **Closing Packets**

- Interest - When submitting closing packet, stop interest and move from interest bearing account to checking account. However, if the filing of the closing packet is delayed, transfer money back into interest bearing account, or recapture lost interest.
- Attach HUD statement(s) if applicable.
- Identify 506 © related receipts and disbursements on Final Report as well as Forms 1 & 2
- Form 1, Column 3 should contain the trustee's best estimate of the value of any asset to the estate
- When emailing bank statements, send cancelled checks as well

✓ **Additional Issues**

- It is suggested that an applicable motion be filed by the trustee to support installment payments or receipts received by the trustee; i.e., sale of equity to debtor, motion to compromise, etc. If there are no items on the docket to relate to the receipt(s), send supporting documentation relied upon by the trustee, such as a letter, email, check, etc.
- Proof of Claim filed by trustee on behalf of debtor should be justified.
- When reviewing tax returns and pay advices, occasionally the BA's office discovers items of concern such as unscheduled businesses, large tax refunds, unreported income, etc. In such instances, the trustee may be contacted to review the items with the debtor at the 341 meeting and report the findings to the BA's Office. In addition, the BA continues to rely upon the trustee to report any evidence of substantial abuse discovered at or subsequent to the 341 meeting.